



## **JOB CLUB MEMO #50** [FY 2011]

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Montgomery County Office of Human Resources

**RE:** JOB CLUB MEMBER ALERT----- Job Seeker Resources

**DATE:** June 10, 2011

### **UPCOMING EVENTS PREVIOUSLY POSTED**

#### **I. JOB FAIR**

**Asian Fortune Diversity Job Fair < FREE ADMISSION > Monday, June 13, 2011**

**When:** Monday, June 13, 2011 at 10:00 am to 3:00 pm

**WHERE:** Fairfax Elks Lodge, 8421 Arlington Blvd, Fairfax, Virginia 22031 [phone: 703-560-2188]

**PARKING:** Plenty of free parking just off the beltway on Route 50

Event provides the opportunity to meet recruiters from corporations, federal and local government agencies across the Washington Metropolitan Area. Bring copies of your resume and come to meet the recruiters – they are ready to hire people on the spot. Job openings are available in all skill levels and education backgrounds.

**II. TWO FORUM AND RECRUITMENT EVENTS – individuals needing event accommodations for the following events must contact the Business Team at 240-403-3600, or email to [business\\_services@montgomeryworks.com](mailto:business_services@montgomeryworks.com), or TTY 301-962-4083.**

#### **Job Opportunities for ADMINISTRATIVE ASSISTANT & EXECUTIVE ASSISTANT POSITIONS**

**When:** Wednesday, June 15, 2011 from 10:00 am to 2:00 pm

**WHERE:** Sales and Service Learning Center at 11160 Viers Mill Road in Suite LLH-17 in Wheaton, Maryland, 20902. Adjacent to mall between DSW and JC Penney

**SPONSORS:** NAI and Montgomery Works

**For more information contact Tara Assi at 240-403-3600 ext. 204.**

Full time hourly positions, Monday through Friday 9 am to 5:30 pm. Hourly wage \$17.00 to \$27.00  
Requirements: Must have a 4-year degree or equivalent work experience. 3-5 years experience in Hospitality, eCommerce, Lodging, or Finance preferred. Experience in fast-paced setting. Excellent administrative skills. Proficient Microsoft Office (Word, Excel, PowerPoint, Access) Excellent writing skills. Self-starter.

#### **Job Opportunities for CALL CENTER REPRESENTATIVE POSITIONS**

**When:** Wednesday, June 22, 2011 from 10:00 am to 2:00 pm

**WHERE:** Sales and Service Learning Center at 11160 Viers Mill Road in Suite LLH-17 in Wheaton, Maryland, 20902. Adjacent to mall between DSW and JC Penney

**SPONSORS:** NAI and Montgomery Works

**For more information contact Tara Assi at 240-403-3600 ext. 204.**

Full time hourly positions, Monday through Friday 9 am to 5:30 pm. Hourly wage \$16.00 to \$18.00. Long-term career. Free Metro shuttle. Free Parking.

Requirements: Must have minimum of 4+ years experience in a Call Center Setting; Excellent customer service experience and communication skills; Proficient Microsoft Office (Word, Excel); type at least 30wpm. Pass a Criminal Background Check and Drug Test; Bilingual candidates encouraged to apply.

### **III. MONTGOMERY COUNTY GOVERNMENT JOB POSTINGS – Multiple job postings at website**

**Visit the Montgomery County Website to find job postings and application instructions.**

**1. Visit the website and register by clicking on the link**

**<http://www.montgomerycountymd.gov/ohrtmpl.asp?url=/content/ohr/careers/index.asp>**

**2. Click on iRecruitment Visitor Homepage**

**3. Click on *Register today* button to create your personal account. This allows you to add your information, access county job postings, and return to website to check on the status of your job application(s).**

#### **SOCIAL WORKER III**

**Job: IRC 3272**

**Application Deadline: June 20, 2011.**

The Eligible List from this recruitment will be used to fill a full-time and a part-time position in Adult Protective Services, Department of Health & Human Services. The primary purpose of these positions is to provide clinical social work services for disabled adults, frail elderly, mentally, chronically and terminally and developmentally disabled adults, aged 18 and over. Duties include investigating allegations of abuse, neglect, self-neglect and exploitation of vulnerable adults who are at risk in the community and taking steps to ensure their safety in the least restrictive setting,

#### **TELECOMMUNICATIONS MANAGER (IT SPECIALIST III)**

**Job: IRC 3331**

**Application Deadline: June 21, 2011. Salary: Minimum \$59,345.00 - Maximum \$98,513.00**

This position may be under-filled at the: IT Specialist II level (grade 23) - Salary: \$51,598 - \$85,463 or the IT Specialist I level (grade 20) - Salary: \$44,900 - \$74,181

Employee responsible for managing the inventory of specific telecom equipment (cell phones, blackberries, air cards, etc), coordinating, and tracking repairs, insurance claims and replacements, recommending and updating communication equipment that is cost-effective for the County. Will work closely with fire/rescue administration, field personnel/volunteer corporations, other County agencies and surrounding jurisdictions to provide uninterrupted communications.

**MINIMUM QUALIFICATIONS:** Bachelor's Degree in Computer Science or Telecommunications field from an accredited college or university and three (3) years of experience in the information technology field in areas to include portable mobile data communications equipment and wireless devices.

### **PREVIOUSLY POSTED POSITIONS**

#### **SENIOR CHILD WELFARE ADMINISTRATOR (PN#006380) Job: IRC2970**

**Application Deadline: June 16, 2011.**

**Salary: Minimum \$63,411.00 - Maximum**

**\$115,901.00**

Manages multiple federally mandated and other programs that serve child victims of physical and sexual abuse and chronic neglect, and their families (e.g., Continuing Protective Services, Sexual Abuse Services, Therapeutic foster Care, Rapid Reunification, Independent Living, Out of Home programs). The work requires direction of a staff of 70 County employees including social worker supervisors, social workers, and support staff. The employee provides oversight and guidance to staff in matters related to clinical consultations, crisis intervention, and preparations for court hearings, as well as personnel management issues.

Minimum Qualifications: Bachelor's Degree and five (5) years of progressively responsible experience in provision of child welfare services. State law requires that this position possess a Clinical Social Work License (LCSW-C). No equivalency for LCSW-C.

**AUTO BODY REPAIRER**

**Application Deadline: June 26, 2011.**

**Job: IRC3091**

**Salary: Minimum \$39,157.00 - Maximum \$64,441.00**

Employee responsible for removing, fabricating, reshaping, replacing or repairing such damage as dents, tears, wrinkles, cuts and creases by cutting, knocking out, welding, filling, sanding and painting equipment such as medium/heavy duty truck, mobile equipment and transit buses. Work may be performed in an over-head position as well as on vertical and horizontal planes. Work assignments are received through work orders, blueprints, sketches, and drawings, from which the employee is expected to plan and lay out work including determining various components and parts to be installed, i.e., bolted, soldered, riveted or welded. Work involves standing, walking, bending, crouching, kneeling, and crawling and may be done in awkward and cramped positions. Employee frequently handles object of varying weight and dimension in setting up and completing work assignments.

**Minimum Qualifications:** Completion of high school or High School Certificate of completion recognized in the State of Maryland and completion of a recognized apprentice auto body repairer program. Equivalency applies.

**EQUIPMENT MAINTENANCE CREW CHIEF**

**Application Deadline: Open until filled.**

**Job: IRC 2150**

**Salary: Minimum \$49,253.00 - Maximum \$81,513.00**

Employee responsible as a first-line supervisor directly supervising shift of various mechanics and lesser skilled employees who perform repairs and preventive maintenance on heavy duty vehicles, mobile equipment or commercial transit equipment. Duties include: schedule and assigning work repairing vehicles; periodically inspect work in progress or upon completion to confirm that repair and maintenance work are properly performed; furnish technical advice on difficult/complex jobs; monitor and enforce preventive maintenance schedules; evaluate employee performance; approve employee leave requests; maintain employee leave and attendance records; and work with County departments/agencies to resolve, repair/maintenance problems; enter data and review data posted to computerized information system. Employee will work on specific shifts to be assigned, based on a 24/7 hour operation.

High school diploma or high school certificate of completion recognized in the State of Maryland and six (6) years of journey level experience in the vehicle repair trade in either heavy duty vehicles and mobile equipment, commercial transit equipment, and/or fire/rescue apparatus and equipment; or any combination thereof totaling six (6) years. Equivalency applies.

**GENERAL ACCOUNTING MANAGER**

**Application Deadline: Open until filled.**

**Job: IRC 1570**

**Salary: Minimum \$63,411.00 - Maximum \$115,901.00**

Responsible for effectively managing the County's general accounting and financial reporting program for Montgomery County, Maryland, Department of Finance. Duties include oversee and/or perform timely preparation and production of complex financial statements, reports, and work papers; direct, coordinate, and supervise complex accounting operations and financial analysis over County funds; analyze, assess impact of, and implement, financial accounting and reporting changes; ensure timely preparation and filing of Federal and State tax deposits and reports; ensure timely billing of certain receivables; and research and analyze complex problems and coordinating resolution. Relate to the County's recent implementation of its Oracle ERP system, identifying financial and accounting-related business process reengineering opportunities; and recommending, developing, documenting and implementing related policies and procedures.

Graduation from an accredited college or university with a Bachelor's Degree and five (5) years applicable experience in the financial accounting or auditing field Equivalency applies.

**MECHANIC TECHNICIAN I**

**Job: IRC2550**

**Application Deadline: Open Until Filled. Salary: Minimum \$37,457.00 - Maximum \$61,498.00**

Employee will be responsible for performing skilled mechanical work involving the inspection, preventive maintenance and repair of a wide variety of complex light, medium, and heavy duty vehicles and mobile equipment (such as dump trucks, cement mixers, excavators, graders, loaders, back-hoes, rollers, various types of tractors, trenchers, tow trucks, street sweepers, etc.), transit buses, and/or fire/rescue apparatus as well as portable firefighting and rescue equipment. Employee will work on specific shifts to be assigned, based on a 24/7 hour operation. Selected applicants will be required to have a CDL Learner's Permit with passenger and air brakes endorsement and successfully complete the required medical examination, drug, and alcohol screening test prior to appointment.

**Minimum Qualifications:** Any combination of technical education and experience equivalent to successful completion of the Fleet Management Services Technician Training Program, or two years of journey-level experience in the automotive repair and maintenance trade. Completion of High School, or a High School equivalency certification. Equivalency applies.

**RESIDENT SUPERVISOR I/II Job: IRC 3032**

**Application Deadline: September 1, 2011 Salary: Minimum \$44,900.00- Maximum \$74,181.00**

THIS RECRUITMENT WILL ESTABLISH AN ELIGIBLE LIST TO FILL CURRENT AND FUTURE VACANCIES.

**Positions may be under-filled at the Resident Supervisor I, Grade 18 level. Salary: \$40,492 - \$67,533**

Employee will work for the Pre-Release and Reentry Services Division of the Department of Correction and Rehabilitation and will be responsible for providing both security and supervision of a resident population. Employee should have excellent grounding and commitment to rehabilitative programming and possess the necessary interpersonal skills to work as part of a team to encourage clients to succeed in the program. Duties will include, but are not limited to: supervising offenders committed in home confinement status; checking for proper authorization for release of residents to the community (work, school, training, counseling, etc.) effecting the release; electronically monitoring the offender in the community; administering alcohol and urine tests; conducting personal, vehicle, room and facility searches and resident counts; assigning and inspecting facility clean-up details; distributing medications; receiving and disbursing resident monies; accompanying residents to court, to the Detention Center and to some visit in the community; providing crisis intervention; and responding to potentially volatile situations. Employee will work in a team setting and must possess excellent interpersonal skills to insure compliance with reentry goals. Employee will be required to work eight (8) or ten (10) hour shifts, which typically include days, evenings, midnights, weekend, and holidays.

**Experience:** Completion of 18 months of satisfactory work as a Resident Supervisor I. **Education:** Possession of a Bachelor's Degree from an accredited college or university. **Equivalency:** An equivalent combination of education and experience may be substituted.

#### **IV. AREA JOB POSTINGS**

***Job Opportunities – Latino Economic Development Corporation (LEDC)***

Visit website at <http://www.ledcmetro.org/en/employment> to review job descriptions and application instructions. See below for job positions currently available.

- Development Associate
- Loan Officer
- Loan Administrator
- Small Business Trainer Coach - DC

***Coordinator, Latino Student Involvement & Advocacy Position – Univ. of Maryland College Park***  
Visit website at [https://jobs.umd.edu/applicants/jsp/shared/position/JobDetails\\_css.jsp](https://jobs.umd.edu/applicants/jsp/shared/position/JobDetails_css.jsp) to review job description and application instructions.

**For best consideration, submit application materials by Friday, June 17, 2011**

The Coordinator will advise Latina/o student organizations and leaders and encourage their involvement in campus life and leadership development opportunities. Duties include attending organizational meetings and advising program

planners, serving as a departmental liaison with Latina/o organizations and their leaders, and assisting in marketing organizations' programs.

***Communications Coordinator -- International Registration Plan, Inc.***

Visit website at <http://asi.careerhq.org/jobs/4292430/communications-coordinator> to review job description and application instructions.

Recruitment underway for a Communications Coordinator for a mix of communications and administrative responsibilities. Will be responsible for writing, editing, formatting, coordinating, and managing content for emails, website, and other media. See additional details posted at the website using the link found above.

***Manager, Legislative Affairs – Planned Parenthood***

Visit website at <https://plannedparenthoodext.hire.com/viewjob.html?erjob=42964> to review job description and application instructions.

Position Requirements: Education: Bachelor's degree in Government, Public Policy or related field is required. Experience: Five to seven years of directly related work experience including lobbying and project management experience.

***Multiple Job Opportunities – Smithsonian Institution***

Visit website at <http://www.sih.si.edu/jobs.cfm> to review recruitment underway for multiple positions.

## **V. WORKSHOPS IN YOUR LOCAL LIBRARY**

### ***Improve Your Basic Computing Skills***

Training topics include: Introduction to Keyboarding, Exploring Word, Using the Internet to Search Employment Sites and Apply for Jobs. Three Hour Workshops available. Workshops scheduled from 10:30 am to 1:30 pm. NOTE: Online Registration is required. See below for training available at your local libraries.

*Workshops are sponsored by Friends of the Library, Montgomery County, Inc.*

**HOW TO REGISTER:** Register online at the library website [www.montgomerycountymd.gov/library](http://www.montgomerycountymd.gov/library) Click on the Calendar of Events. Locate the program and Click on program name and complete the required information to register. All workshops are scheduled from 10:30 AM - 1:30 PM.

LIBRARY	LIBRARY LOCATION	JUNE WORKSHOP DATES
<b>Germantown Library</b> Phone: 240-777-0110	<a href="#">19840 Century Blvd., Germantown, MD 20874</a>	June 21
<b>Long Branch Library</b> Phone: 240-777-0910 301-565-7662 (TTY)	<a href="#">8800 Garland Ave., Silver Spring, MD 20901</a>	June 13, 15, 22, 27 & 29
<b>Rockville Memorial Library</b> Phone: 240-777-0140 240-777-0902 (TTY)	<a href="#">21 Maryland Ave., Rockville, MD 20850</a>	June 14, 16, & 23

***Join the JOB CLUB to receive weekly email notices that help job seekers locate gainful employment.***

Send your name and email address to Joe Heiney-Gonzalez at [joe.heiney-gonzalez@montgomerycountymd.gov](mailto:joe.heiney-gonzalez@montgomerycountymd.gov) to enroll in the Office of Human Resources Job